

# ABOUT RESTLESS DEVELOPMENT

In 2016, Restless Development launched a new vision and strategy designed by young people. Having championed the engagement and influence of young people at every stage of the development of the United Nations’ new Global Goals, Restless Development is developing a complimentary strategy that will:

* Convene, advocate and empower young people and youth agencies to lead change, and
* Collaborate with partners and governments who share our vision for young people to be at the forefront of achieving a just and sustainable world for all.

Building on Restless Development’s proven model of youth engagement, over the next five years ten thousand volunteers will deliver the new strategy through a reinvigorated ‘Restless Model’ for youth-led development that will give youth-led organisations around the world a recipe for lasting, transformative change led by people and their communities. In addition, Restless Development will engage hundreds of partners and thousands of young people working for youth-led change through:

* A platform that young people can access to lead change through their own ideas and innovation;
* A coalition of technical youth-led development agencies that partner organisations can join;
* A youth ‘lab’ where knowledge, insight, research and experience is shared.

Restless Development Sierra Leone has and will continue to be a flagship programme within the context of this new strategy. The agency’s role at the forefront of the social mobilization and behavior change data collection efforts in the country has led the agency to become an international leader in community engagement.

# OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone’s responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our ​[Safeguarding Policy](http://restlessdevelopment.org/file/global-safeguarding-policy-2018-pdf)​.

# ABOUT THE ROLE

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| Job title  | MEL Officer  |
| Location  | Koinadugu  |
| Salary  | SLL 40,458,201 annually  |
| Preferred start date  | ASAP  |
| Length of contract  |  4 Months (renewable based on satisfactory performance and funding) |
| Visa requirements  | Must have the right to work in Sierra Leone  |
| Reports to  | MEL Manager  |
| Direct reports  | None  |
| Expected travel  | Travel within Koinadugu District and Freetown  |

From late 2018, young leaders in Sierra Leone, supported by Restless Development, will implement ***Every Adolescent Girl Empowered and Resilient (EAGER)***, a programme delivered by a consortium led by International Rescue Committee and funded by the UK Department for International Development's Girls Education Challenge, which aims to "leave no girl behind". Over four years, the programme will improve learning outcomes in basic literacy and numeracy, life skills, and business skills for 32,500 adolescent out-of-school girls across Sierra Leone. Contributing to Sierra Leone’s National Education Sector Plan, the EAGER initiative also complements the new President's headline announcement that primary and secondary education will be free from September 2018.

Restless Development has been working in Sierra Leone since 2005, working with and for young people to design and deliver youth-led programmes that tackle some of the biggest issues facing the country. When Ebola broke out in 2014, Restless Development worked with the next generation of young people – including 3,000 social mobilisers - to reach and build trust with communities across half of the country, playing a critical role as the country put an end to the disease. Now, Restless Development is working with hundreds of young leaders in every district of Sierra Leone to unleash the power and agency that exists within communities, strengthen the provision of key services, and build a new future for Sierra Leone. You can read more about the Sierra Leone Hub and all current programmes ​[on our website](https://restlessdevelopment.org/)​.

The programmes unit within Restless Development in Sierra Leone houses three main programmes fitting within one of our four thematic areas (sexual rights, voice, leadership and living). The MELofficer role is an exciting opportunity to lead the monitoring, evaluation and learning for a youth-led programme supporting adolescent girls to live free of abuse and child marriage. The role will oversee day-to-day management of the programme, ensure adherence to quality standards, writing donor reports, overseeing the budget, and compliance requirements. The MEL Officer will work within the MEL team and alongside the programme team to monitor and evaluate the project. As well as having individual responsibilities, the role will be highly collaborative, with the team working closely with each other, partner organisations, support staff, volunteers and UNFPA. In addition, the role will be responsible for ensuring accountability for the use of resources, and will document and share case studies and lessons learned from delivering the programme.

# KEY PRIORITIES

## 1. Generating evidence

* Providing support in designing and delivering monitoring and evaluation research.
* Generate credible evidence for donors around what their investment achieves using a range of research methodologies.
* Help donors and programmes teams understand what works, what doesn’t and why.
* Ensure high quality data to Restless Development International (both on projects and for our global results framework)
* Identify new, innovative ways to measure the effectiveness of Restless Development Sierra Leone’s programmes.
* Ensure all tools and systems are user friendly and easily understood by both staff and young leaders, who are often our data collectors.

## 2. Communicating evidence

* Ability to analyse data in a way that brings out the big picture; tells a story and identifies meaningful exceptions;
* Provide actionable insights and answers to the ‘so what?’ question
* Ensure that donor reporting is accurate, insightful and on time.
* Ensure the organisation is using data to inform decision making,
* Contribute to our internal and external comms;
* Share evidence and best practice with other international Restless Development Hubs and our International teams.

## 3. Other duties as required

* Representing Restless Development to partners and donors at meetings and during field visits ● Managing people and activity budgets,
* Supporting business development, including for research consultancy work.
* Strong analytical and problem-solving skills, with the ability to make sound judgment and decisions and offer innovative solutions
* Strong relations management abilities. Ability to relate to people at all levels internally and externally. Strategic in how you approach each relationship.
* Good presentation and facilitation skills.
* Proactive, resourceful, solutions-oriented and results-oriented

# ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](http://restlessdevelopment.org/our-values)​ ​.

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| **Values**  | **Behaviours**  | **What we expect of the MEL Officer**  |
|  **HEART** We are who we serve. We are brave.  | Values-led  | Inspires a Restless passion and professionalism in those they work with, both internally and externally.  |
| Innovation  | Works on own initiative and offers creative approaches to improving work.  |
|  **HEAD** We are 100% professional. We  | Delivers Quality  | Manages their time effectively to deliver quality against individual goals. Ensures value for money when utilising resources and efficiently processing finances.  |
| prove that young people can  | Decision Making  | Proposes solutions to challenges and consults with others when making operational decisions within their area of responsibility.  |
|  **VOICE** We generate leaders. We are proud to carry the banner for youth-led development.  | Leadership  | Capably manages their own workload and takes up opportunities to lead on areas of work, with support from colleagues. May supervise Interns and/or teams of Volunteers.  |
| People Development  | Understands how individual goals contribute to team priorities. Uses feedback to identify personal growth areas willingly provides constructive feedback to others.  |
|  **HANDS** We are in it together. We listen and learn.  | Effective Communication  | Clearly expresses ideas or opinions and actively listens and learns from those around them. Applies effective communication when actively engaging with stakeholders and teams of volunteers.  |
| Collaboration  | Is an integral team member, contributing to team excellence and maintaining strong relationships with colleagues and stakeholders.  |

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| **SKILLS AND EXPERIENCE**  |
| **Essential**  | * Work experience in research, monitoring and evaluation in a development organisation.
* Experience training young people on data collection and research design.
* Basic/intermediate data handling in Excel and data software (e.g. pivot tables, VLOOKUP, Kobo, ODK, PowerBI, DevResult and EPI collect), experience with more advanced systems is an advantage (R or SPSS).
* Basic Knowledge on qualitative data gathering and analysis
* Excellent research skills, including research design, questionnaire development, focus group design and project management.
* Excellent reporting in Word and PowerPoint, and ability to adapt written styles to different audiences.
* Good organisational skills, and ability to work to tight deadlines.
* Excellent written and oral communication skills in English and Krio.
* Ability to lead on programme learning processes.
* Commitment to Restless Development’s values and strategy (​[available on the Restless Development website](http://restlessdevelopment.org/)​).
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| **Desirable**  | * Experience of working with and for young people.
* Proven success of distance management of field offices.
* Extensive experience working with Safeguarding/Child protection organization.
* Understanding of the lived experiences and challenges of rural adolescent girls.
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Restless Development is an Equal Opportunities employer and welcomes applications from young people, women, those living with HIV, disabled people, and other marginalised groups.

# WHAT WE DO FOR YOU

## Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations, taking into account statutory benefits. In addition to salary, we offer End of Service Benefit, and NASSIT (10% employer contribution) for all staff.

## Values and Culture

At Restless Development, we’re proud that the strength and integrity of our values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our values and our global achievements with monthly Values Champions and an annual Values Day.

## Work-life balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

* 20 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 24 days).
* Access to flexible working.
* Study leave, maternity, paternity or adoption leave, and other leave allowances.
* A day’s leave on your birthday.

## Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

* Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
* Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
* Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

## Travel and medical benefits

A contribution is made towards staff medical of up to 2,500,000 Le per year. When travelling with work, staff will be covered by Restless Development’s travel insurance.

# KEY DATES

● Please send a completed application form to sierraleonejobs​​@restlessdevelopment.org​​ coping alhassanbj@restlessdevelopment.org by Friday 13th May 2021. CVs will not be accepted.